



WCSA/NASPO Contract Administration

112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155

Fax: 651.297.3996, TTY: MN Relay Service 1.800.627.3529

<http://www.mmd.admin.state.mn.us>

WCSA-NASPO COMPUTER CONTRACTS

BULLETIN NO. 12

Usage Reporting Format

The Master Price Agreement (MPA) requires the Contractor to submit quarterly usage reports for purchases made by all entities using the WCSA/NASPO Master Price Agreements. To that end, a reporting format was set up that all Contractors must use for these reports.

The MPA also requires the Contractors to submit reports to entities, if so required in the individual Participating Addendum.

The Contractors have brought to our attention that establishing and maintaining different reporting formats is a cost item for them. This issue has been discussed during some of the meetings and conference calls that the WCSA IT Group, the WCSA Directors, and the WCSA Computer Evaluation Team. It was agreed that all entities that require usage reports from the Contractors should use the reporting format developed for the Master reports the Contractors submit.

Entities that require other formats may, at the Contractor's option, be required to pay for this special work. These special needs should not impact the pricing the rest of us receive.



WSCA/NASPO Contract Administration

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The reporting format is as follows:

Field Name	Field Description	Data Type	Size
VENDOR NUMBER	WSCA assigned vendor number (A63306 Apple, A63307 Dell, etc.)	Alpha/Numeric	5
STATE	State postal abbreviation code (Minnesota=MN, Missouri=MO, etc.)	Alpha Numeric	2
CUSTOMER TYPE (SEGMENT)	(Education-K12, State & Local Gov't, HED)	Alpha Numeric	45
BILL TO NAME	Customer (agency) Bill to name	Alpha Numeric	60
BILL TO ADDRESS	Customer (agency) Bill to address	Alpha Numeric	40
BILL TO CITY	Customer (agency) Bill to city	Alpha Numeric	40
BILL TO ZIPCODE	Zip Code in standard 5-4 format	Alpha Numeric	9
SHIP TO NAME	Customer (agency) Ship to name	Alpha Numeric	60
SHIP TO ADDRESS	Customer (agency) Ship to address	Alpha Numeric	40
SHIP TO CITY	Customer (agency) Ship to city	Alpha Numeric	40
SHIP TO ZIPCODE	Zip code in standard 5-4 format	Alpha Numeric	9
ORDER NUMBER	Contractor assigned order number	Alpha Numeric	20
CUSTOMER PO NUMBER	Customer provided Purchase Order Number	Alpha Numeric	20
CUSTOMER NUMBER	Contractor assigned account number for WSCA/NASPO Facility	Alpha Numeric	20
ORDER TYPE	Sales order, Credit/Return, etc.	Alpha Numeric	35
PO DATE (ORDER DATE)	(mmddccyy)	Numeric	8
SHIP DATE	(mmddccyy)	Numeric	8
INVOICE DATE	(mmddccyy)	Numeric	8
INVOICE NUMBER	Contractor assigned Invoice Number	Alpha Numeric	20
PRODUCT NUMBER	Product number of purchased product	Alpha Numeric	25
PRODUCT DESCRIPTION	Product description of purchased product	Alpha Numeric	60
UNIT PRICE	Unit Price (99999.9999)	Numeric	10
QUANTITY	Quantity Invoices (99999.9999)	Numeric	10
TOTAL	Extension (unit price multiplied by the quantity Invoices) Extended Price (999999999.999)	Numeric	13
ADMIN FEE (optional)	Administration Fee based on your PA (999999999.999)	Numeric	13

If you have any questions, please e-mail them to one of us:

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